Guard at Home Referral Process Toolbox 2.0 Desk Aid

General

Toolbox 2 permits the identification of potentially eligible candidates base on answers to specific questions asked in MissouriCareerSource and Toolbox 2. Staff should pre-screen those individuals who have indicated they are the spouse of a deployed Guard or Reserve member. If screening indicates the individual is potentially eligible, he/she should be referred to the appropriate staff for further eligibility determination.

TB2 Indicator

Staff asks if the customer is the spouse of a currently deployed Missouri National Guard or Reserve member.

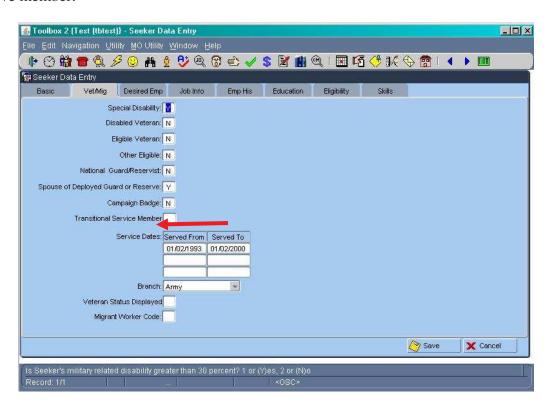


Figure 1 Seeker Data Vet/Mig Screen

Step-by-Step:

- 1. From "Seeker Entry" click "VET/MIG."
- 2. In the "Spouse of Deployed Guard or Reserve" enter the correct designation
 - a. Enter "1": (Y)es or yes
 - b. Enter "2" (N)o or no

Identification

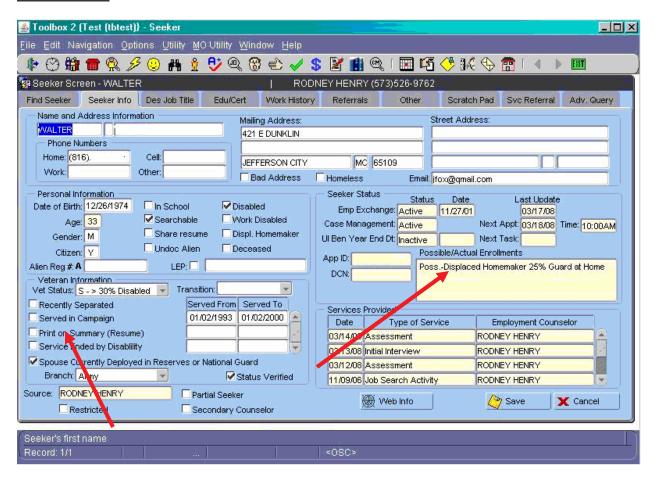


Figure 2 Seeker Data Vet/Mig Screen

Step-by-Step:

- 1. Check the "Spouse Currently Deployed in Reserves or National Guard" checkbox.
- 2. Check the "Possible/Actual Enrollments" checkbox to indicate that the customer is possibly eligible for Guard at Home.

Note: For eligibility determination and/or enrollment in Guard at Home, see the Dislocated Worker/Displaced Homemaker desk aid.